



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RIGHT-OF-WAY AGENT I

Job Number: 20001610

Job Code: 83260V160316

Job Group: 8300 - PROPERTY

Job Established: 06/16/1982

Job Revised: 03/16/2016

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under immediate supervision performs beginning level professional work in one or more phases of the highway right of way program; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Under the laws of eminent domain (exercising the right of condemnation), broad experience in at least one of the following areas will substitute for the required education on a year-for-year basis: 1. Professional duties of research for and preparation of documented appraisals (value of property, land, structures and improvements) through the Appraisal Process which are then approved for right-of-way acquisition; 2. Initiating and conducting problem solving negotiations including details of appraisal and offer with owner leading to approved settlements or condemnation; 3. Initiating and providing relocation assistance including but not limited to reimbursement of moving expenses, replacement housing computations and re-establishment expenses to displaced persons, businesses or non-profit organizations; 4. Handling the disposal of improvements and environmental clean up on properties which may include carcinogenic or hazardous materials. (Eminent domain is the right of government to take or to authorize the taking of private property for public use, just compensation usually

being given to the owner).

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license at time of appointment in this classification. Employing agency is responsible for ensuring applicant possesses a valid driver's license. <http://transportation.ky.gov/driver-licensing/>

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assists appraisers in gathering data to write appraisals such as physically inspecting properties to ascertain improvements, dimensions and location of unseen utilities (water, sewer, electric, etc.). Examines records for title abstractions, property ownership, mortgage, liens or tax delinquency. Researches market condition and courthouse records to compile comparable sales reports. Assists in negotiations with property owners. Delivers checks to property owners, assists in closing and release of mortgages and liens. Helps to complete exhibits and documentation for condemnation actions. Assists in property management with showing property to bidders, securing improvements and making inspections. Assists in the rental of property. Assists relocation assistance agents in carrying out the Relocation Assistance Program, including gathering data for reports, making relocation estimates, contacting displaced persons to complete work sheets, searching for available replacement housing, and gathering data to compute replacement housing payments. Attends seminars and training courses as directed.

UNIQUE PHYSICAL REQUIREMENTS:

Walking over rough and hilly terrain may be required.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically involves extensive contact with the public. Work is performed in all types of weather conditions.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.